

**From:** [Smith, Monica](#)  
**To:** [Adams, Adam](#); [Mason, Steve](#)  
**Cc:** [Loesel, Matthew](#); [Petersen, Chris](#); [Crossland, Ronnie](#); [Smalley, Bryant](#)  
**Subject:** we are sending Matt to help.  
**Date:** Monday, March 18, 2019 5:06:25 PM

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Adam and Steve – seeing that you are having multiple meetings, requests for information and additional demands on your time, we are sending Matt to provide you with assistance. You can decide what hours you need him to work (eg 8am – 8pm) so he is able to unload some of the work from each of you.

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